

EXHIBIT 1

**INFORMATION TO BE PROVIDED UPON BEING SERVED
WITH A SUBPOENA OR SUMMONS**

Instructions: An employee who has been served with a summons or subpoena, in his or her official capacity, in a judicial or administrative proceeding in which the Government is not a party, will complete this form and immediately send it to the State Office, Attn: Management Control Officer.

A copy of the summons or subpoena must accompany this completed questionnaire:

1. Employee's Name: _____
2. Employee's title, duty station and county: _____

3. Date summons or subpoena was received: _____
4. Nature of judicial or administrative proceeding: _____

5. Nature of testimony or documents requested: _____

6. Have you or, to your knowledge, any other USDA Rural Development employee testified or produced documents in this case? If so, please specify date and name of employee:

7. What interest of USDA, if any, would be promoted by your testimony? Please explain fully:

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8. Would your appearance interfere with the performance of your duties? If so, please specify:

9. Would your appearance likely be interpreted as favoring one litigant over another? If so, please explain fully:

10. Date of requested appearance: _____

Dated: _____

Signature of employee: _____

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